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The Queen City Academy Charter School

Mission Statement

The mission of The Queen City Academy Charter School is to provide a nurturing and cooperative learning community where each student can achieve his/her maximum academic, creative and physical potential; develop a lifelong love of learning; develop respect for self and others in a multicultural world; develop self confidence and self esteem; function with high ethical standards; and accept responsibility.

The school has created an environment for the child to feel safe and secure and where learning is the most important reason for the child to attend. Our children are challenged daily both academically and personally with learning opportunities designed to excite his/her creativeness and untapped abilities. Each child is encouraged when discouraged and gently pushed when task completion appears out of reach, all the while consistently being held to high standards and personal responsibility.

Vision

Our vision embraces the vision of Maria Montessori in that our school should truly be a House for Children. The following Montessori methods are emphasized:

- Nurturing the whole child in a loving, family atmosphere
- Providing a curriculum which sparks the imagination and motivates the child
- Providing an array of developmentally sequenced materials with which the child has a sensorial experience of complex concepts
- Helping the child to make the difficult transition from the concrete to the abstract
- Through independent and collaborative learning, to help the child develop self-discipline, self-esteem, emotional and academic independence, responsibility and a respect for everyone as well as the environment
- Creating a communal environment where peer teaching and positive social interactions are fostered to a high degree

We assume that children can learn more than is commonly assumed and the true gift of education is to teach children how to learn and to become independent problem solvers. It is the responsibility of the school to educate the whole child.

History of the School

The Queen City Academy Charter School was chartered by the State of New Jersey in 1999. After a planning year, the school opened September 6, 2000 with seventy-two students in newly renovated facilities at 7-9 Watchung Avenue in Plainfield, New Jersey. The founders, many remaining active on the Board of Trustees, created a school where small class size and a caring and nurturing atmosphere allowed students to acquire more knowledge than it was commonly assumed they were capable of achieving.



The Logo and School Colors

The school logo is a result of a school-wide contest held during our initial year. A crown signifying the school's name and the nickname for the City of Plainfield tops the buildings which represent our immediate surroundings.

The school colors are red and white.

The Queen City Academy Charter School Song

The Queen City Academy Charter School Alma Mater

In the heart of our dear city
Stands a royal gem,
Where we learn and grow together and are the best of Friends
Queen City our Alma Mater
Songs to thee we raise
Sons and daughters ever loyal thee we'll always praise
Here our minds are always open to try
Something anew
So when we leave this hallowed fortress
We can say we grew

Chorus

Soon our paths will lead us from here far from
Thee we'll roam but we'll think of thee Queen
City fondly as our home.

Words by Carl Barber-Steele

Board of Trustees

Julie Jerome, President
Aneesah Allen, Vice President
Cornethia McCloud, Corporate Secretary
Cyril Mitchell, Corporate Treasurer
Dr. Brian Kramer
Dr. Eugene Dudley
Omowale Morgan
Muriel B. Cagney, Faculty Representative
TBA, Student Council Representative
Patricia Bombelyn, Board Attorney

School Life

School Hours

School starts promptly at 8:00 a.m. and ends at 4:00 p.m. There will be adult supervision of students beginning at 7:45a.m. If the weather is inclement, students will be allowed inside the building to await the beginning of the school day. Children will enter the building, as a class, at 7:55 a.m.

Departure Information

Children will be released to ONLY the adults previously given written permission by the parent/guardian. Dismissal will be from the rear of our building beginning promptly at 4 PM. All parents are requested to park their cars and to pick up their child from the teacher on duty.

In order to insure that our children are protected in every way, and according to state law, the following procedure will be followed if a parent or designated person fails to pick up your child at the scheduled dismissal time. If the child is not picked up at the correct time, the teacher will attempt to locate the parent or designated person or any other person listed as backup, and then the child will be placed in the office and the parent will be charged according to the current rate. Fees for late pickup begins at 4:15 PM. If this occurs, under no circumstances will the child be allowed to leave the building unless an adult comes and signs for the child. The adult picking up the child must be on the pre -designated list of adults allowed to pick up the child.

If someone other than the regularly scheduled person (according to your designated list) needs to pick up your child, you must follow the following procedure:

1. Send in a note telling us who will be picking up your child.
2. Call in and tell us who will be picking up your child.
3. Make sure that person knows the pick up area is in the rear of our building.

The following procedure will be followed in the event that the parent or designated person fails to pick up or is late picking up a child at the time of the closing of the building, i.e. the end of Queen City After-Care Program for the day. This procedure shall insure that:

1. The child is supervised at all times by a staff member of The Queen City Academy Charter School.
2. Every effort is made by the school staff member to contact the parent or designated individual authorized by the parent to care for the child.
3. Whenever the custodial parent and /or designated individual fails to pick up the child one hour or more after closing time, and provided that the staff member has been unable to make other arrangements for returning the child to his/her custodial parent, a staff member shall call the Division of Youth and Family Service (DYFS) at their Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until his/her parent or other persons authorized by the parent is available to care for the child.

Further, if a parent or person authorized by the parent appears to be physically and/or emotionally impaired to the extent that in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the policy shall require that:

1. The child may not be released to such an impaired individual.
2. The staff person attempt to contact the child's other parent or an alternative person authorized by the parents and
3. If the school is unable to make alternative arrangements for the parent or alternate person to pick up the child, the staff member shall call the Division of Youth and Family Service (DYFS) Child Abuse Hotline number to seek assistance in caring for the child. The telephone for DYFS is 1-800-792-8610.

Attendance

Each student attending The Queen City Academy Charter School is expected to be at school on time and every day as long as health circumstances allow this. The school day begins promptly at 8 AM.

A student who arrives late must be accompanied by a parent/guardian to the school office for a late pass. A child arriving after 8:05 AM is considered tardy. No teacher will allow a child in the classroom without this late pass.

The school requires that parents telephone the school by 9:00 AM on the day of their child's absence. Do not send a sick child to school, especially one with a fever. A written excuse explaining the absence must be presented to the classroom teacher upon the student's return to school. All teachers will help students to understand the material they missed while out sick.

The school discourages parents from removing their child (ren) from school to go on extended family vacations. Attendance is expected on the day before and the day after a scheduled vacation.

It is expected that all medical appointments will be made for after school hours. If circumstances require an early dismissal for an appointment, the parent/guardian must provide a written excuse to the classroom teacher who will forward the excuse to the school office. The excuse must contain the child's name, reason for leaving school, time leaving, the date, and the parent/guardian signature.

Upon leaving the school, a student and parent must sign out with the school secretary. No child may leave the school without permission and following the above procedure.

Visitors

When visiting our school, helping out in a class, or attending a meeting with a teacher you are first required to come to the main office to receive a nametag. As a safety measure, this nametag identifies you as a welcomed visitor. Please cooperate in this regard, as teachers will ask any visitor, known to them or not, to please go to the main office for a nametag. The Queen City Academy Charter School values our community friends and parents and wishes to make their visit to the school a rewarding experience.

Fire Drills

Fire drills are held two times each month and are under the supervision of The Plainfield Fire Department. The fire signal is a loud bell sound with flashing light. Windows should be closed, lights turned off, and doors closed. Each student is to walk quickly and with absolute silence with the class to the designated areas and line up where attendance will be taken. Students will return to the building when the all clear is issued by the Fire Department.

Transportation, Bus Safety and School Trips

Some students meet the requirements for transport to and from school and are provided bus transportation by The Plainfield Public Schools. All other students are responsible for their own transportation to and from school.

Students riding the bus on a daily basis and all students on school sponsored field trips requiring transportation are expected to follow the rules of bus safety at all times. Simply stated, the driver is in charge of the vehicle, the vehicle must be clean upon egress, and all school rules are in effect on school transportation. Any type of behavior deemed hazardous, such as loud talking, distracting the driver or failing to remain seated, will be reported by the driver and may result with a denial of bus privileges.

Medications

Some students require medication during the school hours. The following procedures govern dispensing of medication without exception:

Written orders from the physician must be provided to the school and must include the name of the medication, dosage, time interval the medication is to be taken, and side effects of the medication if any stated.

Written parent/guardian permission must be on file

Medication must be brought to school by a parent in the original pharmacy container, properly labeled with dosage, time interval, etc

Any changes in dosage or time medication is administered must be authorized by the prescribing physician in writing

Self-managed administration of medication (asthma inhalers, etc) must be evaluated individually by the school nurse with written directions from the physician and parental permission.

A student is not to keep medication in his/her locker, desk, or on the person without permission by the school nurse.

Medical Reports and Emergency Cards

We are required to have complete records of immunizations by state regulations. For safety reasons, all students are required to have completed emergency cards on file.

Parents/guardians are asked to update records at the school when changes are made.

School Calendar and Holidays

We ask you to fully cooperate by having your children present each day, except for reasons of illness. We also ask that all extended holidays taken by your family do not interfere with our schedule of days. The day immediately before and after vacations are full learning opportunities for your child.

School Closings and Delayed Openings

In the event of a "snow day" or other emergency closing or a delayed opening, every effort will be made to institute the class parent telephone chain. The telephone recording in the Office, beginning as early as possible, will be changed to make emergency closing announcements. Further information may be found by tuning to the following radio stations WMGQ—98.3 FM and WCTC—1450 AM and TV News Channel 12.

In the event of a delayed opening, school will begin at 10:00 AM. In case of rapidly deteriorating weather conditions during the day, emergency contact forms will be used to notify parents/guardians to pick up their children early or to advise them of an early bus drop off.

Lunch

The Queen City Academy Charter School offers a hot lunch program or the student may bring in a bag lunch. Weekly menus are sent home on Monday for the following week. Parents are asked to discuss the meal selections with their children prior to making their weekly choices.

Faculty and students eat together at assigned tables during the lunch period. Good manners and proper table conversations are expected. Students are to remain seated and socialize with students and teachers at their tables. Books, papers and other materials are not allowed at the lunch table. For safety reasons, students are not allowed to use the school's microwave or refrigerators. Please include all utensils, plates and napkins with your child's bag lunch.

Free and reduced lunches are available to those families who meet the federal income guidelines.

Summer Reading

All students are required to participate in the Summer Reading Program of the school. We feel strongly that continued reading will enhance the student's ability to develop life long reading habits. Further, the books were selected to be an integral part of classroom instruction beginning in September. Projects and reports completed by the students over the summer months will be discussed and evaluated by the classroom teachers. As well as count toward their first marking period grade in the area of Language Arts.

The Queen City Academy Charter School Before and After School Program

The Queen City Academy Charter School operates a before and after school program on a monthly fee basis for **all interested K-8 students**. All children must be pre registered to be able to attend the program. A fee schedule is available from the Office. All fees are to be paid by the 1st of each month in advance.

Dates and Times of Operation

The Queen City Academy Charter School Morning Care will operate for all students beginning September 4th and continues until the close of school, June 2009. Morning Care is open from 7:00 AM until 8:00 AM.

After-Care

The YMCA will be conducting After-Care at The Queen City Academy Charter School from 4:00-7:00p.m. Students must register with the YMCA in order to attend. There will be no after-care

on the specified calendar days. 12:15 dismissal procedures will be announced prior to the specified date.

Absences

For your child's safety, parents are requested to call the Office in the morning if your child is ill and will not be attending the after school program that day. Further, if you will not be sending your child to the After School program that day, inform the Office.

Behavior

It is understood that after a lengthy school day, your child may be tired. However, we expect he/she behaves in a manner that is respectful and within the school's behavior guidelines.

Uniform Policy

Dress Code and Policy for All Students Revised June 11, 2008

The Uniform Code:

- The boys will wear khaki pants and **must wear** either a black or brown belt (matching the shoe color) **no studded belts**. The soles of the dress shoes shall not be higher than one inch, black or brown dress socks, a white logo polo type shirt, or white turtleneck shirt, and the red sweater or red sweater vest. **Must be worn daily no exceptions!**
- **Short sleeve logo shirts are only allowed during September/October and May/June only .**
- **No plain golf shirts as substitutes for logo shirts.**
- **Shirts must be tucked into pants at all times, no exceptions.**
- **No "hoodies", sweatshirts, jackets, and coats should be worn during school hours. Unless authorized by the Chief Academic Officer/Director.**

The girls have several combinations of the accepted uniform.

- A plaid jumper, red sweater and white Peter Pan type blouse
 - A plaid or khaki skirt with a white logo polo shirt and red sweater
 - Both jumper and skirt are to be worn with red/white/black knee socks or tights. **Socks should not be worn over the tights.**
 - Khaki slacks, white logo polo shirt, black or brown belt (matching the shoe color) **no studded belts** and red sweater or red sweater vest. **Must be worn daily no exceptions!**
 - Brown or black shoes – heels are not to be higher than one inch. **No slipper type shoes (ballet shoes, etc...)**
 - **Short sleeve logo shirts are only allowed during September/October and May/June only**
 - **No plain golf shirts as substitutes for logo shirts.**
 - **Shirts must be tucked into skirts or pants at all times, no exceptions.**
 - **No "hoodies", sweatshirts, jackets, and coats should be worn during school hours. Unless authorized by the Chief Academic Officer/Director.**
-
- Please clearly mark your child's clothing with your child's name.
 - All red sweaters must have The Queen City Academy Charter School logo on the sweater.

- All students have the **option** of khaki shorts during the warm weather from September to October 15th and May 1st until the end of school. Please note the khaki shorts are uniform shorts and are not to fall below the knee. The white polo shirt, red sweater and brown or black shoes will complete this warm weather choice. Regardless of the weather, the red sweater must be brought to school each day.
- All students are to be in proper uniform each school day **or will be issued a detention for violation of the required school dress code.**
- **AM uniform check will be done in the gymnasium every day. Students found in violation will be issued a detention to be served that day. Parents will be notified via ICALLtREE.**

For the safety and comfort of your children:

- Wristwatches may be worn to school.
- **Purses** no bigger than 8 x5 inches will be allowed for female students
- Earrings may be worn to school (**studs only**).
- **Accessory and costume jewelry is not permitted.**
- **Pocketbooks, "Fannypacks", gym bags, duffle bags utilized as book bags are to be placed in a locker during school hours.**
- **Rings, bracelets, necklaces, head bracelets and false nails** are not permitted. We have physical education each day and want all children to play and learn safely.
- Skirts are to be worn at knee length.
- Dress shoes (**black/brown**) or **black sneakers** only are to be worn each day- Sneakers are to be brought to school on the first day. The sneakers will remain in school all year. Please clearly label the sneakers with your child's name. **White sneakers are not allowed. Only on gym days.**
- **Work boots (i.e., Timberlands, Nike ACG boots) are not permitted.** If your child wears boots to school in inclement weather, he/she must change into dress shoes when inside the building.

Electronic Devices

- Cellular phones, ipods, mp3 players, PSP, and other video games are not permitted. *If a student is required by a parent to have a cellular phone it is to be placed in their secured locker until the end of the day. If a student is found to be using it during the school day, it will be confiscated and returned to a parent/guardian. Disciplinary actions will follow.*

Homework Policy

All students will be issued individual homework/planners on the first day of school. **It is a requirement that parents/guardians sign this homework book each night for grades K-6 assuring the school that all homework is complete.** Exceptions of illness and family emergencies require written notification submitted on the same day the assignment is due. If a student's loses/misplaces their homework planner, there will be a \$10 charge to purchase a new planner.

The Homework Policy

Purpose: To establish reasonable guidelines for the assignment of homework.

Philosophy: Homework is a tool that will be used to reinforce concepts already presented and learned in class. Homework assignments will be developmentally appropriate in both complexity and duration of time required to complete. Homework assignments in the form of projects that require a family to work together are in keeping with the philosophy supported by the Board of Trustees of The Queen City Academy Charter School. Under no circumstances will assignments be given which requires parents to teach new material to their children.

Policy: Homework assignments will be given every day according to the following age and timeframes:

Kindergarten:	30 minutes
Grades 1-2:	45 minutes
Grades 3-5:	45-60 minutes
Grade 6:	60-90 minutes
Grades 7-8:	90-120 minutes

Homework assignment will not be given on Friday so that families can enjoy quality time together on weekends.

Exceptions to this policy are as follows:

1. The teacher determines that a child needs a great deal of assistance in a particular subject area and weekend reinforcement is in the best academic interest of the child. In this case the teacher will communicate these concerns to the parent and both shall reach agreement on this point.
2. The parent requests supplementary weekend work for the child.
3. A major project requiring more than a week to complete has been assigned by the teacher.

Once each reporting period, the teacher will assign a project of two weeks or more in duration. This project should be experiential, reflecting the current theme, require the collaboration of the parents and upon completion will be presented to the class and other interested individuals.

- All students will have a daily assignment book that will be signed each evening by the parent and returned to school every day.
- A homework assignment book will be given to each child on the first day of school. This is the official assignment book. If lost, another must be purchased for \$5.00.
- The classroom teacher will monitor the homework policy requirement and assignment book daily with frequent monitoring by the principal.
- All exceptions to the homework policy must have PRIOR written permission of the principal.

*****PLEASE SEE iCalltree Procedure below for homework infractions*****

It is the responsibility of the Academic Director/Principal to assist the teachers in developing ideas for projects that meet the above criteria and to ensure that projects are assigned and completed each marking period.

Speeches and Projects

Grades three through seven are required to research, to write and to present a speech as part of the Language Arts curriculum. The three minute memorized speeches are presented in the evenings to family and friends.

Projects are assigned on a frequent basis to extend the learning opportunities for the child. It is expected that families will make every effort to arrange visits to the Plainfield Public Library and to provide additional research materials for the child.

Reporting Procedures

Report Cards are issued four times each year. In keeping with our philosophy of close parent-teacher- student involvement, all parents are required to meet with the student's teacher to discuss and receive the child's report card. Early dismissal will occur on each of these four days to accomplish this goal. All teachers will make every effort to accommodate the working needs of parents when it comes to scheduling conference times. They will be available in the morning and in the evenings by a mutually agreed upon time. The school will provide complimentary care on report card days with advance notice by the parents.

Further, Progress Reports are sent home mid-term with the children. These should be regarded as indicators of your child's success or difficulty in the core subject areas mid way through the marking period. All teachers will be happy to discuss your concerns at this or any time during the academic year. **N= Need Improvement, S= Satisfactory with additional comments on behavior and participation**

Promotion and Retention

The board recognizes that personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. The board's goal is to set and attain higher standards of excellence for students in attendance, codes of behavior, and in academic achievement. The Chief Academic Officer/Director shall direct development of pupils through grades K-8. The regulations shall include:

- A. Standards of proficiency related to district goals and objectives and provision for review of mastery
- B. Standards of attendance
- C. Timely efforts to help all pupils achieve acceptable levels of proficiency
- D. Timely notification of parents/guardians when there is a possibility of failure
- E. Procedures for parents/guardians and adult pupils to appeal promotion/retention decisions
- F. Procedures for involving parents/guardians in the design of the remedial program

To that end the board recognizes that students advance through the grades by demonstrating proficiency of required key skills at each grade level. To help all students attain these skills, their promotion/retention is based on the following criteria in grades K-8:

- Students who demonstrate proficiency at the end of a given grade, as measured by the following criteria, will be promoted to the next grade:

o Report card grades of 2, 3,4 in Primary grades, in Elementary grades and Middle 70 or above in grades, in Reading/English/Language Arts Literacy, Mathematics and Science
o Attendance.

• In grades K-2, the appropriate district standardized assessment in Reading, Language and Mathematics, and in grades 3-8, the appropriate New Jersey State standardized assessment in both Language Arts Literacy and Mathematics will be used in addition to the above criteria as factors in the determination of a student's eligibility for promotion. Parents/guardians will be notified whenever exceptions are contemplated in a pupil's normal progression from level to level. The final decision in all cases will rest with school authorities.

Honor Roll Policy

In an effort to acknowledge high academic achievement, the following is the Honor Roll Policy for students in grades 3 – 8:

High Honors	A's
Honors	A's and B's
Good Citizenship	
Leadership Award	

In addition, to be eligible for the Honor Roll the student must have satisfactory (S's) in Social and Work Habits.

The grading system, beginning at grade four is as follows:

A	90+
B	80-89
C	70-79
D	60-69
F	59 and below

The above averages are based upon grades in the following areas: tests, quizzes, projects, reports, and homework and class participation.

The following awards are given to students Kindergarten through *Second Grade* and are based upon grades and teacher recommendation:

Achievement Award

This award is given to students who have shown success in their academics throughout the marking period. They stay focused on their work; they complete their assignments in a timely manner, and are wonderful participants in classroom activities. Overall, they exhibit the behaviors of a studious, conscientious student.

Good Citizenship

This award is given to students who exhibit the behaviors of our school motto. These students have respect for themselves and others are courteous and cooperative, honest, trustworthy, and fair to themselves and others. They also contribute to the community as a student and learner.

Excellence Award

This award is given to students who strive to be the best student they can. They go above and beyond with their academics and are always looking for a challenge. They have great desire to learn and produce work of superior quality.

Leadership Award

This award is given to students who show qualities of a leader. They are role models both academically and behaviorally to the students of all ages. The students in the classroom look up to them and their teachers count on them.

Participation Award

This award is given to students who are consistently active learners during class discussions and group activities. They are enthusiastic about what they are learning and are excited to share their knowledge.

All students are honored for perfect attendance, which includes being on time each day.

Recess Study Hall Policy

- **The Academic Intervention Team, will review the progress reports and report cards each marking period and determine that your child in one or more classes has received either a "D" or "F"**
- **Recess Study Hall: The students must bring work and/or supplemental activities for those courses that they failed to pass. A novel currently studied, and notes to study for upcoming tests or quizzes. This will be supervised by instructional support staff and content area teachers. Additional tutoring services are available during after-care.**
- **NO Dress Down Friday's: This is a privilege they must earn back through their academic focus.**
- **Students that are no longer academically eligible to participate in after school activities and will be removed immediately.**
- **A review and monitoring of those students receiving and/or eligible for Title I services and their progress will be noted and updated.**

Dance and Physical Education

Both physical education and dance are mandatory requirements.

All students have at least one dance session each week.

All students will have physical education regularly throughout the week. One of these sessions will be the required health education component of the program. Both physical education and health are in line with the New Jersey Core Curriculum Content Standards.

Each child is to bring in a pair of sneakers, marked with the child's name, on the first day of school. These sneakers are to remain in school.

Technology

Technology, including computers, is used to enhance academic achievement, improve communication, and access sources of information. Our policy is to require all students to handle computers in a responsible and ethical manner. For this reason, all students and parents will be asked to sign an Acceptable Use Policy prior to using the Internet.

Each classroom is equipped with at least two computers and one printer. We have one computer lab with networked computers, a printer and access to the Internet. Students will receive weekly instruction to develop computer skills. The lab will be open to all classes, except when computer classes are being held.

Textbooks

All textbooks distributed to the students become their responsibility. Each book is numbered and assigned to the individual student. Lost textbooks must be replaced and parents will be charged for this replacement. The students must cover all books immediately.

Lost and Found

FIRST and foremost, all articles of clothing should have the child's name. Not only should the uniform be identified, but all lunchboxes, backpacks, and should also have the child's name. **The lost and found is located near the main office. All unclaimed items by the end of the month will be discarded.**

Dress Down Days

Dress down days will be **themed based** occurring throughout the school year to award community accomplishments. Dress down days will be used as a fund raising event. **Dress down days will be voluntary for students and will be noted on a yearly calendar.** If a child has been in violation of the dress code during that previous time period, that child will not be permitted to dress down.

Healthy Snack Program

Each classroom will determine a snack time for their class. We ask that all snacks brought to school be healthful which may consist of fruit, vegetables, fruit roll-ups, and crackers to name a few items. No candy or soda will be permitted, but the students may bring a fruit drink. If utensils are required to eat the snack, they must be brought from home.

Behavioral Expectations

All parents are asked to read the following Code of Conduct and Discipline Policy with your child. The Board of Trustees, together with a large number of parents and staff, established this policy. The school will follow this policy without exception.

“The mission of The Queen City Academy Charter School is to provide a nurturing and cooperative learning community where each student can achieve his/her maximum academic, creative and physical potential: develop a lifelong love of learning; develop respect for self and others in a multicultural world; develop self confidence and self esteem; function with high ethical standards; and accept responsibility.”

In keeping with the vision of our charter, the staff of the Queen City Academy endeavors to create and maintain a supportive, cooperative, and collaborative learning community that values each child for his individuality and his importance to the school. The staff educates the whole child by means of teaching in many styles, modeling and role-playing appropriate behaviors, offering encouragement and positive feedback, using rewards and logical consequences to identify beneficial behaviors, and planning cooperative learning experiences. The staff communicates frequently to the home and welcomes the partnership between the home and school.

The age and level of development of each child is always taken into consideration when dealing with occurrences in the school environment. Each child is given every opportunity to succeed by using variations and combinations of the following experiences on a daily basis to help each child develop self-confidence, respect, high ethical standards and responsibility. These learning experiences are planned into the curriculum and are also used whenever and wherever an opportunity arises.

- * Praise and compliments for demonstration of kind and courteous behavior.
- * Reading about beneficial behaviors in literary characters.
- * Modeling beneficial behaviors.
- * Role playing, positive behaviors that build respect, trust, and friendship.
- * Giving comfort, nurture, edification, and encouragement when appropriate.
- * Using games that promote cooperation.
- * Collectively establishing class and school procedures.
- * Teaching, discussion, and class meetings about helpful social behaviors and work study habits:

Critical Thinking and Problem Solving

Independence

Conflict Resolution

Courteous Manners

Cooperation Skills

How to be a good friend

Identifying positive qualities in ourselves and others

Identifying and respecting the personal space of self and others.

Rewards

Rewards are part of the plan to encourage students to behave. There are many ways we let students know we like the way they are following school procedures.

- Praise with kind words and small tokens that add up to bigger rewards are examples that may be utilized. We feel the more positive we are the more positive children will be able relate to each other.
- Some other reinforcements to positive behavior may include:
 - positive notes home to parents,
 - *postcards home celebrating good student news,*
 - *e-mail messages to parents,*
 - special class activities,
- *Professional development opportunities for faculty and staff encouraging positive discipline methods and environmental changes that can be made within the classroom setting.*
- *Creation of a calm school wide-atmosphere with emphasis on respect for all. Additionally students and teachers will address each other with normal voice and tone.*
- *Teacher/staff intervention before student difficulties occur accomplished by stand up teaching and circulating throughout the class and student areas.*
- *Dress down days will celebrate student achievements*
- *Quarterly school assemblies honoring academic achievement will be held after each reporting period.*
- *Parenting skills workshops.*
- Entire school programs, such as **Student of the Week Award and Student of the Month Award** will be utilized to reward and to promote school unity.

Classroom Interventions

Within the classroom children are taught the behaviors necessary to be a successful student. This is all done as part of the learning climate and incorporated into the curriculum.

- *All students and teachers, at the beginning of the year, will generate a list of acceptable behaviors that are focused on the positive.*
- ***Character building is essential*** to helping the students learn the principles of respect, fairness, trust, caring, responsibility, and citizenship.

Consequences of Student Behavior

Consequences tell students what will happen to them if they break the rules. The first time a student breaks a rule there is usually a warning subsequent misbehavior receive more serious consequences according to a list. Included in the list is a severe clause that describes the action if an incident occurs that is serious and requires immediate action, like fighting.

1 st time rule is broken:	Warning
2 nd time rule is broken:	Ten minutes working away from group
3 rd time rule is broken :	Parent called
Severe clause:	Refer to Level II Consequences:

Detention Policy

The Queen City Academy Charter School believes strongly in the development and growth of our children. One aspect in the process of development is the understanding of the effect that one's actions may have upon the individual, the classroom (as a whole), the community (the

school) and the world. There is also the belief that the knowledge of breaking a rule or regulation also results with a natural or logical consequence. (The natural consequence of defacing property is to clean it up; the logical consequence of disobedience is some type of activity that will cause one to reflect and change one's behavior.)

These are life lessons that together with the philosophy of education of The Queen City Academy Charter School, the Code of Conduct and the individual classroom rules (age and grade appropriate), provide a common understanding and fair process by which our student shall function and be held accountable for their own actions.

It is with these principles in mind that the Faculty of The Queen City Academy Charter School and the Board of Trustees, with those parent representatives, will begin an after school detention program.

Detention Procedure: See Detention Procedure Policy

Consequences of Student Misconduct

When students break the code of conduct, they will face a series of consequences agreed upon and supported by all the teachers and parents. Parents will be informed of a child's behavior and of the efforts of the staff to teach, correct, and guide the child.

Level I Misconduct such as listed below can be easily changed by parental involvement and parent and teacher guidance. Parents will be notified of such behavior that is not in keeping with our school community expectations. It is expected that the parents will make every effort necessary to see that their children are ready and able to participate in school each day.

<u>Level I Examples</u>	<u>Level I Consequences</u>
<ul style="list-style-type: none"> ▪ *Tardiness 	Verbal instruction from teacher
<ul style="list-style-type: none"> ▪ Bringing radios, toys, or electronic games to school and/or staff member 	School personnel will take toy, radio, or game away from the child, and parent will be notified to pick up item from office
<ul style="list-style-type: none"> ▪ Unprepared in class 	
<ul style="list-style-type: none"> ▪ Homework/Uniform (Please see iCalltree procedure below) 	

**Tardiness:*

The Queen City Academy Charter School's hours are 8:00-4:00. Teachers will pick students up at 7:55 and escort them to the classrooms. Students are considered late after 8:05 and must obtain a pass from the office before going to their classrooms.

Tardiness impacts on the learning process of the students who are habitually late (3x/marking period) and on the students who are in the classroom. Therefore, habitual tardiness must be addressed. A student in grades 4-8 who is late more than 3x in a marking period will serve detention on the fourth occasion which is a Level II Misbehavior. Parents of all students (K-8) will be contacted and a conference must be held with the Academic Director.

*Consequences for subsequent occasions of tardiness in the same marking period will be considered a continuation of unmodified behavior. Level III Misbehavior will be addressed as prescribed in *Consequences of Student Misconduct* up to and including suspension.*

Tardiness

The school day at Q.C.A begins promptly at 8:00AM and your child is considered late at 8:06AM. Your child’s tardiness can have a dramatic impact on their attendance, academic performance and possibly result in retention due to unexcused absences.

Under New Jersey Compulsory Attendance Laws, tardiness is defined as: The orderly conduct of class activity is predicated upon the prompt and precise beginning of each class or school day. Tardiness hinders the proper conduct of such activity, imposes a distraction which leads to a loss in instructional time for students properly in attendance, and denotes school time loss by the tardy student. Beginning in Kindergarten, parents/guardians and students should be made to understand that developing the habit of being prompt is an important part of one’s education.

In all grades, three (3) unexcused tardies will constitute one (1) unexcused absence. Additionally, parents/guardians of students under sixteen (16) will be subject to court action for non-attendance of the students. For cumulative unexcused absences of 10 or more Queen City Academy Charter School is required to report this to the Union County Attendance Office for further intervention and investigation.

Excused Lateness:

An excused lateness is a dentist/doctor’s appointment. A signed Doctor/dentist note must be produced upon arrival.

If a bus is tardy, the student must report to the office for a pass but he/she will not be marked tardy.

Level II Misconduct is behavior on the part of the student which impedes orderly classroom procedures, interferes with the orderly operation of the school, or is not in keeping with our school community expectations. Such behavior, as listed below, will be handled by the child’s teacher or other school personnel and the parent will be notified.

<u>Level II Examples</u>	<u>Level II Consequences</u>
<ul style="list-style-type: none"> ▪ Continuation of unmodified Level I ▪ Behaviors listed: 	The following apply to all behaviors Time out/Detention
<ul style="list-style-type: none"> ▪ Disrespect of an adult or peers 	Discussion with teacher
<ul style="list-style-type: none"> ▪ Disrespect of school property or the property of others 	or other school personnel Denial of school privileges
<ul style="list-style-type: none"> ▪ Improper language – profanity 	Phone call to parent
<ul style="list-style-type: none"> ▪ Cheating 	Parent, teacher, and student
<ul style="list-style-type: none"> ▪ Talking during a fire drill 	will conference to discuss

▪ Uniform	behavior if a second offense occurs
▪ <i>Tardiness (4th time in marking period)</i>	<i>Parent/guardian conference</i>

- A student may be referred to the Intervention and Referral Services (I&RS) Team if consistent level II misbehaviors are present.

Level III Misconduct reflects serious breaches in the discipline code. Such behavior whose frequency or seriousness disrupts the learning climate of the school and the safety of the school community must be handled by school personnel, parental involvement, and student suspension for a period of one to two days.

Level III Examples

- Continuation of unmodified Level II Misbehavior

A behavioral action plan will be developed at this stage.

- *Fifth tardy*

Level III Consequences

Discussion with teacher and Director

Suspension

The following school infractions are defined by New Jersey Statute (N.J.S.A 18A:37.) and will incur the following prescriptive actions.

Infractions

- *Fighting or physical assault of another student*
- *Assault of teacher, staff member, or other adult at school*
- *Taking or attempting to take money or property from another student---extortion*
- *Constant disruptive behavior or continued and willful disobedience*
- *Excessive disrespect*
- *Harassment of violent threats*
- *Open defiance of authority*
- *Willfully causing or attempting to cause defacement or substantial damage to school property*
- *Truancy*
- *Possessing, using, or dispensing illegal substances such as drugs, alcohol, cigarettes, firecrackers (Any illegal substances will be reported to the police, as required by law.)*

Consequences

- *Parent/guardian will be contacted by the Academic Director*
- *Student suspension from school*
- *If a student is suspended from school, he/she will be referred to the Intervention and Referral Services (I&RS) Team*

When a suspension occurs, the length of student suspension will follow the following. However the Academic Director has the final discretion in line with N.J.S.A. 18A:37

- *First Suspension :* One to three days
- *Second Suspension:* Two to three days

- *Third Suspension:* ***Suspension until a School Expulsion Hearing is scheduled***
- ***Physical altercation will result in an automatic five day out of school suspension.***

Suspension and reentering procedure:

1. *During suspension all classroom assignments and homework must be completed. It is the responsibility of the parent and student to obtain this information.*
2. *Parents must bring student to school and conference with the Academic Director BEFORE the student returns to class.*

Level IV Misbehavior is such that constitutes a continuation of danger to the physical well being of other students and/or the staff. There will be zero tolerance for bringing a gun or weapon to school or for any assault on school employees or students. Rules and procedures governing suspension and expulsion follow New Jersey laws and statutes as well as the New Jersey School Board Association policies.

Level IV Examples

- Two previous suspensions
- Bringing a weapon to school
- Assault on staff or students
- **Sexual inappropriateness, acts, contact, conversations, and/or assault**
- **Deliberate/excessive damage to school property.**
- **Parent will be responsible for damages.**

Level IV Consequence

Rules and procedures governing suspension and expulsion follow NJ laws and statutes.
School Hearing to discuss termination of student's attendance to Queen City Academy

Detention Procedure

If a detention notice is sent to the office during the regular school day, the following steps would take place:

1. **The office will be notified.**
2. **Parent will be called using the iCalltree system notifying the parent/guardian regarding the detention and the reason. (incomplete homework, missing homework, behavior, uniform, etc.)**
3. **Please note, when iCalltree system is not working, a personal phone call will be made by the office.**
4. **Parent must press #2 to confirm receipt of phone call (if #2 is not pressed, the system will continuously call)**
5. **An email will also be sent to those who have provided one.**
6. **Child will serve detention either the same day or following day.**

Failure to Serve Detention

1. Failure to serve an assigned detention will result in the student receiving two detentions.
2. The teacher in charge of detention will inform the Director, in writing, of any student who was absent from detention.
3. The Director will call the parent to inform them the student did not serve the detention.
4. The student will be suspended for one (1) day, pursuant to Level III Misconduct guidelines.
5. The parent will need an in-person conference with the Director, before the child is readmitted to school.

Extraordinary Circumstances

1. On rare occasions a circumstance may arise in which the serving of a detention on the assigned day presents a threat to the physical and/or psychological well being of the student.
 - a. Examples are a doctor/dentist appointment or extremely important family event.
2. In such rare situations, the parent will request, in writing, that the detention be served next scheduled detention day.
3. The teacher will refer the matter to the Director.
4. Only the Director can approve the request for a postponed detention, and he/she will inform the parent and teacher, in writing, of his/her decision.
5. Under no circumstances can a detention be postponed for more than one week.
6. Failure to serve the postponed detention will follow the rules for un-served detentions (above), and will be treated as a Level III Misconduct.

Please also refer to the iCalltree Agreement Form below that should have been filled out in the beginning of the school year.

iCalltree
Information and Agreement

Dear Parents/Guardians,

iCalltree is a new system QCA will be using to reach out to you daily. This is an online system that allows the school to send voicemails to various phone numbers, as well as emails, at a moment's notice. The system will be utilized for various announcements, but will mainly be used to advise parents/guardians of detentions.

The new behavior/detention policy included in the Student/Parent Handbook outlines the use of this system. If students are in violation of the homework, uniform, or behavior policy and the office is notified by 12:00pm, the student will serve detention the very same day. An announcement through iCalltree will then be sent to parent/guardian telephones & emails advising them of the detention by 1:00p.m. Afternoon infractions must be sent to the office by 3:00p.m. The office will then notify the parent/guardian through iCalltree by 4:00p.m. that their child will serve detention the very next day.

The child will serve an hour detention from 4:00-5:00pm. in the school auditorium. If the child does not serve detention that day, for any reason, the child will have to serve two detentions beginning the following day. If the child is not part of the After-Care program OR takes the bus, it is the responsibility of the parent to provide transportation at 5:00p.m.

The information below must be filled out for EACH child in the family. An agreement must be signed and returned to the student's homeroom teacher the first day of school. If there are any special circumstances we need to know, please advise the homeroom teacher or the main office.

Mr. RaShawn M. Adams

(Detach Here)

Student Name: _____

Homeroom Teacher: _____ Grade: _____

Parent(s)/Guardian(s) Name: _____

Phone #1 (where you can be reached first) _____

Phone #2 (alternate, messages can be sent to both) _____

Email: _____

I, _____, agree to follow the iCalltree procedure outlined above.
(Parent/Guardian Signature)

******All parents are required to read and discuss this Handbook with their children.******